

FGIS 3320.2

UNITED STATES DEPARTMENT OF AGRICULTURE
Washington, DC 20250

AMS/FGIS INSTRUCTION 226-7
Rev. 1

Agricultural Marketing Service

Federal Grain Inspection Service



ACTION BY: All Divisions and Offices, AMS, FGIS, and OT

Facsimile Transmission Service

I PURPOSE

This Instruction:

A Sets forth procedures for using the Federal Telecommunications System (FTS) to transmit data by facsimile terminal equipment, and

B Prescribes how to obtain approvals for the installation of facsimile transmission equipment in offices of the Agricultural Marketing Service (AMS), Federal Grain Inspection Service (FGIS), and Office of Transportation (OT).

II AVAILABILITY OF SERVICE

A Facsimile transmission service is currently available through machines operated by the General Services Administration (GSA) and by AMS and FGIS between the locations serviced directly by the FTS voice network (see Exhibit A, attached, for GSA locations).

B *-The FTS voice network is available under controlled conditions for agency facsimile transmissions. No off-net originating service is available. Off-net terminating service is available only by special arrangements with GSA.-* * * *

III APPROVALS REQUIRED

A GSA-Operated Machines: Agency approval is not required for AMS, FGIS, or OT offices to use GSA-operated machines. GSA will bill offices for transmissions (see Section IV B, below).

B *-Agency-Operated Machines. Offices wishing to arrange for the installation of facsimile equipment shall take the following actions: * *

DISTRIBUTION:
A,M,O,S,P,F,T

MANUAL MAINTENANCE INSTRUCTIONS:
Revises procedures for obtaining GSA facsimile transmission service and provides current GSA facsimile locations and phone numbers. Changes are starred. Remove AMS Instr. 226-7, dated 9-12-74. File this Revision.

Page 1
7-13-79

AMS/FGIS INSTRUCTION 226-7

Rev. 1

(III B)

- * 1 All offices, AMS, FGIS, and OT, shall request the
* necessary approvals for the installation of facsimile equipment by
* preparing a justification memorandum which is to include the following
* information:
- * a Estimated regular hours of use per day.
- * b Average number of calls per day during regular hours
* (7:00 a.m. to 7:00 p.m.).
- * c Average hours of use per week during off hours
* (night, holiday, and weekend).
- * d Telephone number and street address where equipment
* will be located.
- * e Office addresses to which information will be
* transmitted.
- * f Type of facsimile equipment proposed.
- * g Transmission speed of proposed equipment per 8 1/2 x
* 11 inch page.
- * h If equipment is to be leased or purchased.-*
- * i If a facsimile transmission machine is located within
the same building, the reason why it will not satisfy
requirements.
- * j Type of information to be transmitted, and reason
facsimile transmission required.
- * *-2 AMS and OT offices shall forward the justification
* memorandum containing the information cited above to the Division or
* Agency Administrative Officer for submission to the Communications
* Section, Communications and Operations Branch, Administrative Services
* (AS) Division.
- * 3 FGIS Offices.
- * a Field and Regional offices shall send the
* justification memorandum to their Regional Administrative
* Officer.
- * b Regional Administrative Officers and FGIS Washington
* headquarters offices shall send requests to the Admin-
* istrative Staff, FGIS, for submission to the
* Communications Section, Communications and Operations
* Branch, AS Division.

(III B)

4 The Communications Section, Communications and Operations Branch, AS Division, shall: *

a Review the memorandum and add further justification, if needed. *

b Prepare Form GSA-2936-A, Dial-Up and Point-To-Point Data, Facsimile, and Record Telecommunications Services, to obtain GSA approval. *

c Notify the requesting office, by memorandum, of GSA approval or disapproval. *

C Installation of Agency-Operated Machines. *

1 If installation is approved, the requesting office shall submit Form AD-700, Requisition for Supplies, Equipment, or Services, with a copy of the GSA approval authorizing the installation, to the Property and Procurement Branch, AS Division, through the same channels that the justification memorandum was submitted to the Communications Section, Communications and Operations Branch, AS Division (see paragraph B, above). *

2 The Property and Procurement Branch, AS Division, shall prepare Form AD-838-10, Purchase Order, to requisition the machine and arrange for installation.-* *

IV USE OF TRANSMISSION SERVICE

A Agency-Operated Facsimile Machines. The rate for transmission service between 7:00 a.m. and 7:00 p.m., Monday through Friday (except holidays) is *-20 cents per minute.-* There is no charge for service between 7:00 p.m. and 7:00 a.m., Monday through Friday, or at any time on Saturday, Sunday, or holidays. *

1 Records. Each office which has an agency-operated machine shall make a complete record of each transmission on Form AMS-139, FTS Facsimile Transmission Log. Do not record the time required to receive documents via facsimile.

2 Reports.

a At the end of each quarter the officer in charge of each office which has an Agency-operated machine shall send Form AMS-139 (original only) to the Division,

AMS/FGIS INSTRUCTION 226-7

Rev. 1

(IV A 2 a)

Agency, or Regional Administrative Officer, whichever is applicable, and a copy to the Communications and Operations Branch, AS Division, to be received by no later than the fifth day of the following quarter.

b Each Administrative Officer shall prepare a Form GSA-2830, Individual Terminal Report of FTS Intercity Data Transmission, to report the number of calls and minutes used for each terminal location. Show on the report the street address, room number, city, State, and ZIP code, for each terminal. For information purposes, also list all terminals used between 7:00 p.m. and 7:00 a.m., Monday through Friday (except holidays), and those used any time on weekends or holidays. Submit the report no later than 30 days after the end of the quarter to:

General Services Administration (CXM)
Washington, DC 20405

3 Billings. When quarterly bills for agency-operated machines are received from GSA, the Administrative Officer shall:

a Administratively approve the bill for payment, by signing and entering title.

b Prepare and code Form AMS-542, Accounting Authorization and Classification (Apron), to cover the bill.

c Forward the original Form AMS-542, with the bill, to the Fiscal Operations and Systems Branch, Financial Management (FM) Division, for payment.

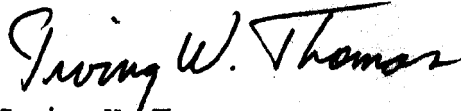
B GSA-Operated Facsimile Machines.

1 Service. GSA provides facsimile services for transmitting documents such as letters, contracts, charts, photographs, drawings, and validating signatures. Any size copy up to 8 1/2 x 11 inches can be transmitted. Larger copies may be handled by special arrangement. All offices are authorized to use GSA services where available. A listing of GSA Facsimile Service Locations is shown in Exhibit A, attached.

(IV B)

2 Billings. GSA will send monthly bills directly to the Administrative Officer for the total number of pages sent over GSA-operated machines, based on current rates. The Administrative Officer shall:

- a Administratively approve the bill for payment, by signing and entering title.
- b Prepare and code Form AMS-542 to cover the bill.
- c Forward the original Form AMS-542, with the bill, to the Fiscal Operations and Systems Branch, FM Division, for payment.



Irving W. Thomas
Deputy Administrator, Management

Attachment

GSA Facsimile Service - Locations and Telephone Numbers

Albany, NY 12207
Fed. Bldg., Rm. 323
445 Broadway St.
(FTS) 562-6659

Albuquerque, NM 87103
Fed. Bldg., Rm. 4001
517 Gold Ave., SW
(FTS) 474-3258

Amarillo, TX 79101
Rm. 1007
317 E. Third St.
(FTS) 734-2202

Anchorage, AK 99501
Hill Bldg., 1st Flr., Rm. 100
632 West Sixth Ave.
Call (FTS) 399-0150, and
ask for Anorage (FTS) 265-4601

Atlanta, GA 30303
Fed. Bldg., Rm. 140
275 Peachtree, NE
(FTS) 242-4893

Auburn, WA 98002
GSA Center, Rm. 1028A
(FTS) 396-5415

Austin, TX 78701
Fed. Center, Rm. G-163
300 E. 8th St.
(FTS) 734-5121

Baltimore, MD 21201
Fed. Bldg., Rm. G-34
31 Hopkins Plaza
(FTS) 922-3249

Beaumont, TX 77701
Rm. 307
300 Willow St.
(FTS) 527-2287

Birmingham, AL 35203
B-09
1800 5th Ave., N.
(FTS) 229-1727

Boise, ID 83724
Fed. Bldg. & Cthse., Rm. 389
5th & W. Fort St.
(FTS) 554-1375

Boston, MA 02109
J.W. McCormack P.O. & Cthse.
Rm. 604
Post Office Square
(FTS) 223-3374

Boston, MA 02203
JFK Fed. Bldg., Rm. G-27
(FTS) 223-5111

Charleston, WV 25301
Fed. Bldg., Rm. B-11
500 Quarrier St.
(FTS) 924-1400

Chicago, IL 60604
E. McK. Dirksen Bldg., Rm. 465
219 S. Dearborn St.
(FTS) 353-2581

Cincinnati, OH 45202
P.O. & Cthse., Rm. 434
5th & Walnut St.
(FTS) 684-2800

Cleveland, OH 44199
Anthony Celebreeze Bldg.
Rm. M-153
1240 E. 9th St.
(FTS) 293-4008 or 293-4997

Columbia, SC 29201
1801 Assembly St., Rm. 109
(FTS) 677-5372

GSA Facsimile Service - Locations and Telephone Numbers (con.)

Columbus, OH 43215
Fed. Bldg., Rm. 504
85 Marconi Blvd.
(FTS) 943-7496

Corpus Christi, TX 78401
Rm. 120
521 Starr St.
(FTS) 734-3228

Dallas, TX 75202
Earle Cabell Bldg., Rm. 209
1100 Commerce St.
(FTS) 749-3446

Denver, CO 80202
Fed. Bldg., Rm. 1433
1961 Stout St.
(FTS) 327-4827

Denver, CO 80225
Bldg. 41, Rm. 2116
Denver Federal Center
(FTS) 234-4629

Des Moines, IA 50309
Fed. Bldg., Rm. 225
210 Walnut St.
(FTS) 862-4079

Detroit, MI 48226
Fed. Bldg., Rm. 1001
231 W. Lafayette Ave.
(FTS) 266-6848

El Paso, TX 79901
Rm. 115
511 E. San Antonio St.
(FTS) 572-7711

Fort Worth, TX 76102
Fritz G. Lanham Bldg., Rm. 13A30
819 Taylor St.
(FTS) 334-3710

Fresno, CA 93721
Fed. Cthse., Rm. 2006
1130 "O" St.
(FTS) 467-5353

Galveston, TX 77550
Rm. 307
P.O. Box 846
6601 Rosenberg St.
(FTS) 527-6149

Greensboro, NC 27401
Fed. Bldg. & Cthse.
324 Market St.
(FTS) 699-5295

Hartford, CT 06103
Fed. Bldg. & Cthse., Rm. G-26
450 Main St.
(FTS) 244-2195

Helena, MT 59601
Fed. Bldg., Rm. 104
6th & Park Ave.
(FTS) 585-5260

Honolulu, HI 96813
P.O. & Cthse., Rm. 108
(FTS) 556-5571

Houston, TX 77002
Fed. Bldg., Rm. 6305
515 Rusk Ave.
(FTS) 527-5458

Indianapolis, IN 46204
New Fed. Bldg., Rm. 208
(FTS) 331-6669

Jackson, MS 39202
Rm. B-6
N. Lamar St.
(FTS) 490-4210

GSA Facsimile Service - Locations and Telephone Numbers (con.)

Jacksonville, FL 32202
Fed. Bldg., Rm. G-25
400 W. Bay St.
(FTS) 946-3691

Kansas City, MO 64106
Fed. Bldg., Rm. G-31
601 B. 12th St.
(FTS) 758-5112 or 758-5505

Kansas City, MO 64131
Rm. 145
1500 E. Bannister Rd.
(FTS) 926-7200 or 926-7360

Lincoln, NE 68501
Rm. 187-B
100 Centennial Mall N.
(FTS) 867-5292

Little Rock, AR 72201
Fed. Bldg., Rm. 1132
700 W. Capitol St.
(FTS) 740-5228

Los Angeles, CA 90012
Fed. Bldg., Rm. 2334
300 N. Los Angeles St.
798-2334

Louisville, KY 40202
P.O. & Cthse., Rm. 434
601 W. Broadway St.
(FTS) 352-5101

Lubbock, TX 79401
Rm. 307
1205 Texas Ave.
(FTS) 738-7202

Memphis, TN 38103
Fed. Bldg., Rm. 236
167 N. Main St.
(FTS) 222-3658

Miami, FL 33130
Rm. 226
51 S.W. First Ave.
(FTS) 350-5101

Milwaukee, WI 53202
P.O. & Cthse., Rm. 455
517 E. Wisconsin Ave.
(FTS) 362-3919

Minneapolis/St. Paul, MN 55111
Fed. Bldg., Rm. 532
Fort Snelling
(FTS) 725-4659

Montgomery, AL 36104
Aronov Bldg., Rm. 230
474 S. Court St.
(FTS) 534-7141

Nashville, TN 37203
U.S. Cthse., Rm. 115
801 Broadway St.
(FTS) 852-5311

New Orleans, LA 70130
F. Edward Herbert Fed. Bldg.
Rm. 917
(FTS) 682-6649

New York, NY 10007
Fed. Bldg., Rm. 2312
26 Federal Plaza
(FTS) 264-9399

Oklahoma City, OK 73102
New Fed. Bldg., Rm. B-009
200 NW Fourth St.
(FTS) 736-4575

Omaha, NE 68102
Fed. Bldg., Rm. 1311
215 N. 17th St.
(FTS) 864-4798

GSA Facsimile Service - Locations and Telephone Numbers (con.)

Philadelphia, PA 19106
Fed. Bldg., Rm. 1212
600 Arch St.
(FTS) 597-0676 or 597-2409

Phoenix, AZ 85025
Fed. Bldg., Rm. 3441
230 N. First Ave.
(FTS) 261-4110

Pittsburgh, PA 15222
Fed. Bldg., Rm. 445
1000 Liberty Ave.
(FTS) 722-3495

Portland, OR 97204
Fed. Bldg., Rm. 231
1220 SW 3rd Ave.
(FTS) 423-3156

Raleigh, NC 27601
Fed. Bldg., Rm. B-71
310 New Bern Ave.
(FTS) 672-4311

Reno, NV 89502
Rm. 1035
300 Boothe St.
(FTS) 470-5417

Richmond, VA 23219
Fed. Bldg., Rm. 1213
400 N. Eighth St.
(FTS) 925-2807

Sacramento, CA 95814
Fed. Bldg., Rm. 8543
650 Capitol Mall
(FTS) 448-2250

Shreveport, LA 71101
P.O. Box 254, Rm. 4A10
500 Fannin St.
(FTS) 493-5017

St. Louis, MO 63103
Fed. Bldg., Rm. 2525
1520 Market St.
(FTS) 279-4539

Salt Lake City, UT 84138
Fed. Bldg., Rm. 2419
125 S. State St.
(FTS) 588-5265

San Antonio, TX 78205
Rm. 717
727 Durango St.
(FTS) 730-4107

San Diego, CA 92101
Fed. Bldg., 4th Floor
880 Front St.
(FTS) 895-6074

San Francisco, CA 94105
30th Floor
525 Market St.
(FTS) 556-8944 or 556-4010

San Francisco, CA 94102
Rm. 8026
450 Golden Gate Ave.
(FTS) 556-3746

San Juan, PR 00917
Fed. Bldg., Rm. G-37
Hato Rey
Wash. DC Offices dial 9-472-6620;
Field Offices dial (FTS) 967-1221;
request San Juan (FTS) 753-4346

Seattle, WA 98174
Fed. Bldg., Rm. 1410
915 2nd Ave.
(FTS) 399-4470

GSA Facsimile Service - Locations and Telephone Numbers (con.)

Spokane, WA 99201
U.S. Cthse., Rm. 640
920 W. Riverside Ave.
(FTS) 439-4659

Witchita, KS 67202
Fed. Bldg., Rm. 241
418 S. Main St.
(FTS) 752-6199

Topeka, KS 66603
Fed. Bldg., Rm. 113
444 SE Quincy St.
(FTS) 752-2769

Trenton, NJ 08608
P.O. & Cthse., Rm. 251-8
402 E. State St.
(FTS) 483-2154

Tucson, AZ 85701
Rm. B-26
301 West Congress St.
(FTS) 762-6202

Tulsa, OK 74103
Fed. Bldg., Rm. B-204
333 W. Fourth St.
(FTS) 736-7627

Waco, TX 76701
Rm. 2D
800 Franklin Ave.
728-6208

Washington, DC 20407
Reg. Off. Bldg., Rm. 1705
7th & D St., SW
(FTS) 472-1216

Washington, DC 20405
GSA Bldg., Rm. B-40
18th & F Streets, NW
(FTS) 632-7944 or 632-7945